



## Wounded Warrior Entitlements Handbook



### Invitational Travel Orders (Army only)

Invitational Travel Authorizations (ITA) are government orders that can authorize up to three family members of a Wounded Warrior to travel to the medical facility where the Soldier is receiving care.

When on ITA's, your travel to and from the hospital, hotel costs, meals, and incidental expenses are reimbursed by the government. You will be paid a daily rate (per diem) for your meals and incidental expenses. The per diem rates received may differ depending on the location you are staying. Please reference the per diem Web site for site-specific rates. Lodging costs cannot exceed the approved lodging rate for the area in which you are temporarily staying. Per diem and max lodging rates vary for each location and can be found on the per diem Web site.

<https://secureapp2.hqda.pentagon.mil/perdiem/>

These vouchers and accruals are filed in the same way as the service member (see *Travel* section). The local Wounded Warrior Pay Support Team, located at the installation's finance office, can assist family members in completing and submitting these vouchers. Travel pay experts are also available to answer your questions at the DFAS Travel Pay customer service center:

**1-888-332-7366**



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## Wounded Warrior Entitlements Handbook



### Handbook Purpose

This publication is intended to serve as an explanation of pay and entitlements for members of the U.S. military who are injured while serving in a combat zone and receiving medical treatment at military facilities outside of the zone. Wounded Warriors and their families are encouraged to contact their local military finance office for any updates to the information contained in this handbook.

Your local finance office will have designated personnel assigned as the Wounded Warrior Pay Support Team.

### Wounded Warrior Pay Support Team Mission

To provide accurate and real-time financial support to service members who are medically evacuated as a result of wounds, disease or injury incurred while serving in a combat zone. Additionally to provide the critical human dimension of world-class customer service to Wounded Warriors.



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### Travel FAQ's (continued)

Q. How do I get reimbursed for a TDY inside a TDY?

Additional TDY trips taken using DD1610 travel orders should be filed inclusively with the monthly accruals. Separate submissions to Casualty Travel or other travel offices can result in incorrect payments to the traveler. If additional trips are paid by another finance office, this period should be annotated on the monthly 1351-2 to avoid an overpayment of meals and/or incidentals. Send copies of claims paid by other finance offices with the final settlement voucher to Casualty Travel.

Q. How do I prepare a supplemental claim?

The supplemental claim must include:

1. DD1351-2 marked "Supplemental" with a full explanation of the item(s) of expense on the revised DD1351-2 or on a separate sheet of paper.
2. A copy of the Advice of Payment for the voucher in question.
3. A copy of the initial DD 1351-2 and continuation sheets.
4. One copy of the orders and amendments.
5. A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a written statement attesting to the accuracy of items claimed for which no receipt is available. Statements should reflect, at minimum, the same information that would have been on the receipt had it been available.





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### Travel FAQ's (continued)

Q. How are advances computed?

Advances are limited to 100% of lodging expense to be incurred and miscellaneous expenses, and 80% of meals and incidental expenses (M&IE).

Q. Where do I call for questions?

You may contact your Wounded Warrior Pay Support Team at your local finance office for entitlement questions, and for assistance submitting your claim. For additional information, please call a DFAS customer service representative at 1-888-332-7366 or DSN 699-0300.

Q. What is an accrual/partial payment?

An accrual is a partial payment of travel expenses incurred while mobilized for a contingency operation. Upon being placed in outpatient status, you may choose to submit monthly accruals.

Q. When should one request an accrual?

An accrual should be requested after 30 days of the elapsed travel period. Each request for an accrual should indicate the 30-day period being requested (i.e., 1st, 2nd, 3rd, etc.). A final settlement is required to ensure full payment.



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### Hardship Duty Pay - Location (HDP-L)

Hardship Duty Pay - Location, or HDP-L, is payable to service members performing duty in areas designated by the Secretary of Defense as hardship duty. The OIF/OEF daily rate is currently \$3.33, and the monthly rate is \$100. The entitlement stops the day the service member leaves the combat zone unless out of location for less than 30 days, then entitlement continues without interruption. Patient status or injury designation have no effect on Hardship Duty Pay.

#### *Example 1:*

PFC Smith is medically evacuated on March 16 from a combat zone. PFC Smith's HDP effective stop date is March 16.

#### *Example 2:*

PFC Smith is medically evacuated on March 16 from a combat zone. PFC Smith then returns to duty in the combat zone on April 12. Since PFC Smith was away from the zone for less than 30 days, HDP payments should be paid continuously without break.

#### *Example 3:*

PFC Smith is medically evacuated from a combat zone on March 16. PFC Smith returns to the zone on April 28. Since PFC Smith was out of the zone for over 30 days, PFC Smith's HDP stops on March 16, and then restarts on April 28. From the HDP daily rate, PFC Smith would be paid \$53.28 for March and \$9.99 for April.





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### Hostile Fire Pay / Imminent Danger Pay (HFP/IDP)

Hostile Fire Pay/Imminent Danger Pay, or HFP/IDP, is paid to military personnel serving in an area designated by the President. HFP/IDP is paid at a rate of \$225.00 per month without prorating and regardless of pay grade. This includes most areas affected by Operations Enduring Freedom (OEF) and Iraqi Freedom (OIF). HFP/IDP entitlement begins upon entry into a designated area and continues or stops as follows:

- Entitlement stops the month of departure from an HFP/IDP location for service members requiring medical attention in a designated "outpatient" status. Entitlement will be paid continuously for members that return to the HFP/IDP area within a 30-day period.
- For Inpatients only: Effective March 23, 2006, this entitlement will continue up to three months past the month of injury as long as the patient continuously remains in an inpatient status. Once the patient is designated an outpatient, the entitlement stops regardless of length of time as an inpatient. If the patient remains an inpatient beyond three months, the entitlement stops at the end of the third month.
- For continuous inpatient care prior to March 23, 2006 only: Patients under a Battle Injury (BI) status may continue to draw HFP/IDP for up to three months. If the medical condition was a direct result of combat, the status is listed as BI. If not, member status is Non-Battle Injury (NBI).



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### Travel FAQ's

Q. How do I get an advance?

Most commonly, an advance may be issued to you if you are issued travel orders (DD1610) for medical appointments. The order must authorize an advance and must state that you are a non-charge card holder or travel circumstances prohibit the use of a charge card. If this is the case, fax one copy of your orders to Casualty Travel-Indianapolis. Include a cover sheet requesting an advance with your name, address and day-time phone number. If you do not have EFT set up with Travel Pay Operations, also include a completed SF 1199A or a voided personal check. You are encouraged to use the Travel Advance Request form.

Q. Where do I fax or mail the orders to request an advance?

(The Wounded Warrior Pay Support Team will help you submit your request.)

The mailing address is: DFAS-IN/Casualty Travel  
Dept. 3700  
8899 East 56th Street  
Indianapolis, IN 46249-3700

The fax number is: COM (317) 510-7699  
DSN 699-7699

Q. When should an advance be requested?

Advances can be requested anytime prior to travel but will be processed no earlier than 10 days prior to your departure. Those members with Government Sponsored Charge cards may visit an ATM for a cash advance.







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### Travel (continued)

#### Submitting the final settlement voucher

You should submit your final settlement voucher within five days of completing your travel and being released from active duty.

You may also choose to submit your initial claim when you become an outpatient at your Continental United States (CONUS) medical treatment facility. While an outpatient, you are able to submit monthly accruals so you can pay hotel bills, credit card bills, and other necessary payments. A complete travel package includes the original or one clear copy of:

- DD Form 1351-2 (Voucher)
- Orders (mob, demob, DD214, TCS, 1610s)
- Amendments/Endorsements (if issued)
- Statement of non-availability required if government quarters are unavailable
- Lodging receipts
- Any receipts \$75.00 or more

This checklist should help you in the submission process:

- 1) Sign your voucher.
- 2) Provide a day-time phone number and/or an e-mail address.
- 3) Staple attachments to voucher.
- 4) Double check voucher to ensure all information is correct.
- 5) Keep a copy of your complete voucher package for reference.
- 6) Submit your travel voucher to your local Wounded Warrior Pay Support Team.



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### Hostile Fire Pay/Imminent Danger Pay (HFP/IDP): Examples

#### Example 1:

CPL Lang leaves the combat zone on April 15, designated to receive outpatient care. HFP/IDP stops at the end of the month.

#### Example 2:

CPL Lang leaves the combat zone on April 15. CPL Lang receives continuous inpatient care until May 1. Since CPL Lang is not designated an outpatient until May 1, HFP/IDP will continue to pay through the month of May.

#### Example 3:

CPL Lang leaves the combat zone on April 15. CPL Lang receives continuous inpatient care until October 1. Since CPL Lang is not designated outpatient until October, HFP/IDP continues to pay for the three month maximum period for May, June, and July.

#### Example 4:

CPL Lang leaves the combat zone on April 15. CPL Lang is designated an outpatient on April 21, but is designated as an inpatient again from April 28 to May 3. The break in CPL Lang's inpatient care means that CPL Lang only receives HFP/IDP for April.

#### Example 5:

CPL Lang is a Non-Battle Injury (NBI) prior to March 23, 2006. Regardless of designation, HFP/IDP stops at the end of the month leaving the HFP/IDP area.





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### Combat Zone Tax Exclusion (CZTE)

Combat Zone Tax Exclusion, or CZTE, allows military members to exclude all or a portion of pay and entitlements earned while serving in designated combat areas from tax liabilities. CZTE is authorized for each month during which the member is hospitalized in an inpatient status for over 24 consecutive hours as a result of wounds, disease, or injury incurred while serving in a combat zone. Wounded Warriors may qualify for CZTE up to two years after conflict ends if re-hospitalized due to the same injury.

#### *Example 1:*

SGT Todd leaves a combat zone on March 16, 2007, and begins outpatient care on March 17, 2007. SGT Todd continues outpatient care, and is never re-hospitalized as an inpatient for over 24 hours due to the same injury. In this case, SGT Todd would receive CZTE through the end of the month of March.

#### *Example 2:*

SGT Todd leaves a combat zone on March 16, 2007, and moves from inpatient care to outpatient care on April 1, 2007. After this move to outpatient care, SGT Todd is never re-hospitalized as an inpatient for over 24 hours due to the same injury. In this case, CZTE would be received through the month of April since SGT Todd was designated an inpatient on April 1.



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### Travel (Army only)

The DFAS Casualty Travel-Indianapolis processes TDY and TCS travel for mobilized Army Reserve, Army National Guard, and Active Duty Wounded Warriors. The Navy, Air Force, and Marine Corps provide travel support for their members. The following travel information is broken down into the areas of entitlements, voucher submission, and frequently asked questions. Another helpful resource is the Travel Pay section of the DFAS public Web site. This site can be found at <http://www.dod.mil/dfas/travelpay/armytravelpay.html>.

#### Entitlements

You are entitled to daily rate (per diem), at the local rate, for each travel day to and from the combat zone. If you are an inpatient at a medical facility, no entitlements are authorized. For example, you are entitled to travel pay on the travel day to the combat zone and the travel day from the combat zone to the medical treatment facility. You are also entitled, on non-travel days, to an incidental rate of \$3.50 a day for each day you are in a combat zone. If you are outside commuting distance, and are in a designated outpatient status, you could be entitled to an incidental rate of \$3.00 a day.

Your local Wounded Warrior Pay Support Team can help you with completing and submitting your voucher. Please visit them at your local finance office prior to your departure.





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### Basic Allowance for Subsistence (BAS)

Basic Allowance for Subsistence (BAS) entitlement continues for service members while hospitalized. The current 2007 monthly rates for BAS are \$279.88 for enlisted, and \$192.74 for officers. If a member authorized BAS is not hospitalized, then they must pay for their own meals.

### Casual Pay (CP)

The local finance office can pay Wounded Warriors a casual pay when they do not have means of withdrawing funds from their bank account. The casual pay is considered an advance on the member's next paycheck and will be collected.



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### Combat Zone Tax Exclusion (CZTE) Examples

#### *Example 3:*

SGT Todd leaves a combat zone on March 16, 2007, and remains an inpatient until April 20, 2007. SGT Todd is never re-hospitalized as an inpatient for over 24 hours due to the same injury. In this case, SGT Todd would receive CZTE through the month of April when outpatient care began.

#### *Example 4:*

SGT Todd leaves a combat zone on March 16, 2006, and remains an inpatient until May 20, 2006. SGT Todd is re-hospitalized as an inpatient for over 24 hours due to the same injury in January and February 2007. SGT Todd would receive CZTE through the month of May 2006, and also for the entire months of January and February in 2007.





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### Family Separation Allowance

Family Separation Allowance (FSA) is paid at the rate of \$250.00 per month or prorated at \$8.33 per day. FSA is payable to service members with dependents assigned away from their permanent duty station continuously for more than 30 days in a TDY or TCS status when all of the member's dependents are not residing at or near the temporary station.

FSA continues or stops as follows:

- Entitlement continues to accrue to the member if one or more, but not all, dependents visit at or near the TDY/TCS station for more than 30 days or longer, if the member is otherwise entitled on behalf of the dependent(s) who are not visiting the member.
- Entitlement stops when all of the member's dependents visit at or near the TDY/TCS station for 30 days or longer (stops effective on the 31st day).
- Entitlement stops on the day prior to returning to home station.



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### Traumatic Servicemembers' Group Life Insurance

TSGLI is an entitlement that Wounded Warriors may receive if they are covered by Servicemembers' Group Life Insurance (SGLI), and they sustain an injury that results in certain severe losses, such as loss of a leg or an arm. All members of the uniformed services that have part-time or fulltime SGLI are automatically covered by TSGLI while the member is in service. TSGLI coverage will pay a benefit from \$25,000 to \$100,000 depending on eligibility and the severity of the loss resulting from traumatic injury. For more information contact the Office of SGLI by phone at 1-800-419-1473, or visit the TSGLI website at: <https://www.insurance.va.gov/sgliSite/TSGLI/TSGLI.htm>

#### Frequently Asked TSGLI questions

Q. Who Is Covered Under TSGLI?

Every member who has SGLI also has TSGLI effective December 1, 2005.

Q. Can The Service Member Decline TSGLI?

TSGLI coverage is automatic for those insured under basic SGLI. The only way to decline TSGLI is to decline basic SGLI coverage.

Q. Are Spouses And Children Covered By TSGLI?

No, TSGLI is not available to spouses and children under Family SGLI. It is available to Service Members insured under SGLI.







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### Savings Deposit Program continued

#### *Withdrawals*

Members may close their SDP accounts only after departing the combat zone. Interest will continue to accrue on the account up to 90 days after departure from the combat zone. Should the 90 day period end on any day other than the last day of a month, interest will accrue through the last day of the preceding month. If the 90-day period ends on the last day of a month, interest accrues for that month. Members in a combat zone may withdraw accrued interest over the \$10,000.00 principal quarterly.

Withdrawals of funds on deposit may be made in an emergency only when the health or welfare of a member or dependents would be jeopardized if the withdrawal were not granted. Emergency withdrawals must be authorized by the members' commanding officer.

#### SDP Help Line

Toll Free (Stateside Only): 1-888-332-7411

Commercial: 216-522-5096

DSN: 580-5096

Fax: (Attention SDP): 216-522-6924

E-mail: CCL-SDP@dfas.mil



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### Family Separation Allowance (FSA) Examples

#### *Example 1:*

SSG Hall returns home from a combat zone for medical treatment that is away from permanent duty station from January 10 to July 15. SSG Hall has four dependents including a spouse and three kids. Unfortunately, no dependents are able to join him. FSA continues uninterrupted while SSG Hall is at the treatment facility.

#### *Example 2:*

SSG Hall returns home from a combat zone for medical treatment that is away from permanent duty station from January 10 to July 15. SSG Hall has four dependents including a spouse and three kids. On January 25th, SSG Hall's spouse and kids join SSG Hall full time. Since every dependent is at or near their temporary station continuously for over 30 consecutive days, FSA ends on the 31st day.

#### *Example 3:*

SSG Hall returns home from a combat zone for medical treatment that is away from permanent duty station from January 10 to July 15. Out of four dependents, SSG Hall's spouse and two of the kids join SSG Hall full time. Since not every dependent is at or near the temporary duty station continuously for over 30 days, FSA continues.





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### Family Separation Allowance (FSA) Examples

#### *Example 4:*

SSG Hall returns home from a combat zone for medical treatment away from permanent duty station from January 10 to July 15. Out of four dependents, SSG Hall's spouse and two of their kids join SSG Hall full time. SSG Hall's other child still visits as often as possible, but is not able to reside near the station continuously. Since not every dependent is at or near the temporary duty station continuously for over 30 days, FSA continues.

#### *Example 5:*

SSG Hall returns home from a combat zone for medical treatment away from permanent duty station from January 10 to July 15. SSG Hall has four dependents including a spouse and three kids. On January 25th SSG Hall's spouse joins full time, but SSG Hall's kids just visit when able on long weekends and school breaks. Since only one dependent is at or near the temporary duty station continuously for over 30 days, FSA is still paid through complete stay.



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### Savings Deposit Program (SDP)

The DOD Savings Deposit Program (SDP) was established to provide members of the uniformed services serving in designated combat zones the opportunity to build their financial savings. Amounts up to \$10,000.00 may be deposited, earning 10% interest annually. Members must be receiving Hostile Fire Pay and be deployed for at least 30 consecutive days, or 1 day in each of 3 consecutive months in order to participate in the program.

#### *Withdrawal Procedures*

Withdrawal request may be e-mailed to CCL-SDP@dfas.mil (SDP mailbox), or faxed to (216) 522-6924 "Attention: SDP". Members may submit a withdrawal request online using MyPay. Additionally, requests can be mailed to the following address:

DFAS- Cleveland Center (DFAS-CL)  
ATTN: SDP  
Special Claims  
1240 East 9th St.  
Cleveland, OH 44199-2055

Members must include name, social security number, and date of departure from the combat zone. Electronic Funds Transfer (EFT) information must include the bank name, routing number, account number, and account type (savings or checking). If a hard copy check is requested, a complete mailing address must also be provided. Make sure that your allotment has stopped before requesting withdrawal.





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### CIP: Examples

#### *Example 4:*

SGT Fox is medically evacuated from a combat zone on March 10 and transferred to Walter Reed as an outpatient living in the Mologne house. SGT Fox receives a TSGLI notification of eligibility on March 25 and a period of 30 days expires after the date of such notification. In this case, SGT Fox will no longer be eligible for CIP following the 30 days after notification of TSGLI. Since CIP is a monthly payment and is not pro-rated, SGT Fox will be eligible for a full CIP payment during the month of April.

#### *Example 5:*

SGT Fox is medically evacuated from a combat zone on March 10 and transferred to Walter Reed as an outpatient living in the Mologne house. SGT Fox has not received any TSGLI notifications and is not receiving HFP. SGT Fox takes convalescent leave beginning June 30. SGT Fox returns on July 15 as an outpatient living in the Mologne house. SGT Fox will be paid CIP for the months of April, May, and June. SGT Fox will never be eligible for CIP again from this injury because convalescent leave was taken.

\*\* If you think you may be eligible but are not receiving CIP, contact your local Wounded Warrior Pay Support Team office.



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### Combat-Related Injury & Rehabilitation Pay (CIP)

CIP is payable up to \$430 a month. Eligible members already receiving HFP are paid \$205 a month. Service Members who were medically evacuated out of a combat zone and considered “hospitalized” are entitled to CIP. For the purposes of CIP entitlement, a Wounded Warrior is considered hospitalized if he/she is admitted as an inpatient or is receiving extensive rehabilitation as an outpatient while living in quarters affiliated with the military health care system. An example of these government quarters is the Fisher house at Walter Reed Army Medical Center. CIP is a non-taxable entitlement, and there are no forms to fill out. Contact your local finance office if you believe you should be earning CIP, but currently are not.

The hospitalized Wounded Warrior is eligible for CIP starting the month after the month of medical evacuation. For example, a member arriving on March 28 to April 2 is eligible, but a member arriving April 1 to April 29 is not eligible until May when a month has been crossed.

CIP payments for an eligible month will be made on the next month. For example, a CIP payment for February would actually be paid in March. CIP will not be prorated for the last month of payment. CIP will terminate at the end of the first month during which any of the following apply;

1. 30 days have passed since member receives notification of the eligibility for a T-SGLI benefit.





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### CIP (continued)

2. Once the Wounded Warrior takes convalescent leave, the eligibility to receive CIP payments terminates.

3. Service Member is no longer “hospitalized”. For example, as no longer an inpatient in a MTF, or receiving extensive outpatient rehabilitation or “other medical care”, while living in quarters affiliated with the military health care system.



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### CIP: Examples

#### *Example 1:*

SGT Fox is medically evacuated from a combat zone on March 10 and transferred to Walter Reed as an outpatient living in the Mologne house. SGT Fox has not received any TSGLI notifications and is not receiving HFP. If medical treatment stops April 15, SGT Fox will be eligible for a monthly CIP payment of \$430 for April.

#### *Example 2:*

SGT Fox is medically evacuated from a combat zone on March 10 and transferred to Walter Reed as an outpatient living in the Mologne house. SGT Fox has not received any TSGLI notifications and is not receiving HFP. If medical treatment stops March 29, SGT Fox will not be eligible for a monthly CIP payment because SGT Fox was not hospitalized across calendar months.

#### *Example 3:*

SGT Fox is medically evacuated from a combat zone on March 10, and transferred to Walter Reed as an inpatient. SGT Fox has not received a TSGLI notification, but receives HFP. If medical treatment stops July 15, SGT Fox will be eligible for monthly CIP payments for April through July. During the months receiving HFP, the payment will be \$205 and the full \$430 payment will not start until SGT Fox is no longer receiving HFP.

